

**Improvement Plan  
Elected Member Development Group  
2011 – 2013**

Indicators	Actions (What and Why)	Evidence
<p>1. Commitment to Member Development</p>	<ul style="list-style-type: none"> <li>• Raise the profile and purpose of the Steering Group to promote L&amp;D opportunities</li> <li>• Evidence that the development budget is properly reviewed, set and prioritised by the Member Development Project Group</li> <li>• Member development/support staff have access to their own ongoing professional development</li> <li>• Member development and support staff are involved in regional and national learning networks</li> </ul>	<p>Item 5 on the HFRA Agenda – Course and Seminar feedback, evaluation, Awareness Session Requests, Budget allocations</p> <p>Review Budget expenditure at each Steering Group Meeting</p> <p>Website will enable Members to access learning opportunities, evaluation, feedback etc</p> <p>Increase opportunities to work alongside other LGA - Peer support Increase communication amongst the Local Authorities associated with HFRS Police, Ambulance, Authorities/Committees</p>
<p>2. Strategic Approach to Member Development</p>	<ul style="list-style-type: none"> <li>• Robust evaluation process is in place and can be evidenced</li> </ul>	<p>Link to Quality Review process being developed by Training and Development</p>

	<ul style="list-style-type: none"> <li>• Evidence that evaluation feedback contributes to review and further development of strategy</li> <li>• Evidence that a review and discussion takes place with CMT at least once per year (to ensure ongoing linkage to corporate plan)</li> <li>• Member role descriptions exist and are maintained for all key roles and those role descriptions are used to help identify development needs</li> <li>• Evidence that members are clear about the role of partner bodies eg LSPs, other stakeholder bodies (eg Ambulance Service) their own role on partner bodies and their own role in relation to other stakeholder bodies</li> <li>• 70% of members have a PDP in place that is regularly reviewed</li> <li>• Evidence that briefing sessions and materials are provided and publicised on emerging issues (eg legislative and budgetary changes, government white papers)</li> <li>• External partners are involved in relevant development sessions</li> </ul>	<p>System to gather evaluation feedback, publish feedback for members to access</p> <p>Invitations to be sent to Councillors to attend the CMT meetings held at SHQ</p> <p>Develop role descriptions for Key Members of the Authority</p> <p>Develop the Political Skills Framework document to make it easily understood Develop the TNA process to include 1:1 sessions with members from the Steering Group</p> <p>Member Awareness Session topics, Chief Update topics</p> <p>Liaise with neighbouring authorities etc to gain greater understanding of Police, Ambulance, etc</p>
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	<ul style="list-style-type: none"> <li>• Robust evaluation process in place and can be evidenced</li> <li>• Some form of impact assessment at the community level exists and is used (eg by asking for feedback from Partner Agencies)</li> </ul>	<p>The Steering Group have agreed to address this again in 12 months' time</p> <p>Website Development</p> <p>Peer Assessment</p>
3. Member Learning and Development Plan in Place	<ul style="list-style-type: none"> <li>• At least 90% of all councillors feel they have adequate access to development opportunities</li> <li>• Development is a regular item on group agendas</li> </ul>	<p>Greater involvement with the contribution of the Service Plan – ongoing</p> <p>Ask for feedback on Awareness Sessions – what would Councillors like to see – ongoing</p> <p>Invitations to CMT meetings to increase strategic awareness and challenges</p> <p>Develop and improve the training plan to identify clear links to the key priorities for service – identifying activities and opportunities</p> <p>Scrutiny Development - councillors have stated they need to learn both about the skills and the practice – need to assess what Councillors want</p>
4. Learning and Development is effective in building capacity	<ul style="list-style-type: none"> <li>• Clear process showing how end of event evaluation feeds into impact evaluation and to review development of the training programme</li> </ul>	<p>Need to increase awareness and develop Prevention, Resilience and Response activities</p>

	<ul style="list-style-type: none"> <li>• Evidence of post event follow-up evaluation to assess performance change (eg through PDP process)</li> <li>• Members report back to the FRS on conferences and external development opportunities</li> </ul>	<p>Encourage Councillors to work with the Schools Education team to increase awareness of community issues – prevention</p> <p>Evaluation and measuring value for money ongoing (key task for Group) Develop a formal evaluation process which measures at the beginning of the session and at the end – Optivote/Website development</p>
<p>5. Supporting Members</p>	<ul style="list-style-type: none"> <li>• Evidence that the FRS reviews its arrangements and timings of meetings and the way it conducts its business to take account of cultural, faith, travel needs and family commitments of members and to help open up the role to as many people as possible including those in employment</li> <li>• The FRS is building links with local businesses and employers to promote the role of Members</li> <li>• The FRS is building links with young people's groups to promote the role of Members</li> </ul>	<p>Future consideration – timings are suitable at the moment, but this may change in the future</p> <p>Need to design a marketing package and work with Democratic Services throughout the County to promote and increase awareness of the HFRA. Steering Group Members to speak with Group Leaders to gain support and buy in.</p> <p>Members to liaise with other departments within HFRS ie Schools Teams, Prince's Trust, etc</p>